

## **Article V. Administrative Departments**

### **§ 5.01. General provisions.**

Direction by manager. All departments, offices and agencies under the direction and supervision of the manager may be administered by an official appointed by and subject to the direction and supervision of the manager. (Amended by vote of the people 11-7-17)

### **§ 5.02. Personnel system.**

(1) Merit principle. All appointments and promotions of town officials and employees, subject to the direction and supervision of the manager, are to be made solely on the basis of merit and fitness demonstrated by examinations or other evidence of competence. (Amended by vote of the people 11-7-17)

(2) Personnel director. The town manager is the personnel director. (Amended by vote of the people 11-7-17)

(3) The personnel director may seek appropriate professional human resource support, advice and, counsel to: (Amended by vote of the people 11-7-17)

(a) Assist in maintaining the administrative code; and (Amended by vote of the people 11-7-17)

(b) Advise on issues of personnel management. (Amended by vote of the people 11-7-17)

(4) Personnel rules. The personnel director shall prepare personnel rules which the council is to adopt by ordinance with or without amendment. These rules are to provide for: (Amended by vote of the people 11-7-17)

(a) The classification of all town positions, based on the duties, authority and responsibility of each position, with adequate provision for reclassification of any position whenever warranted by changed circumstances;

(b) A pay plan for all town positions;

(c) Methods for determining the merit and fitness of candidates for appointment or promotion, demotion or dismissal;

(d) The policies and procedures regulating reduction in force and removal of employees;

(e) A retention and retirement plan for all town employees;

(f) The hours of work, attendance regulations and provisions for sick and vacation leave;

(g) The policies and procedures governing persons holding provisional appointments;

(h) The policies and procedures governing relationships with employee organizations;

(i) Policies regarding in-service training programs;

(j) Grievance procedures, including procedures for the hearing of grievances;

(k) Provide for the manner of identifying and bonding personnel as deemed advisable; and

(l) Other practices and procedures necessary to the administration of the town personnel system. (Amended by vote of the people 10-4-94; Amended by vote of the people 11-7-17)